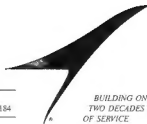


ASPIRA, Inc. OF NEW JERSEY

ESSEX COUNTY CENTER
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JOSE A. VALENTIN

NOEMI VELAZQUEZ

MEMORANDUM

To: Mr. Roberto Del Rios, Executive Director

From: Mr. Ivan Mendez, Parent Advocate

Re: Annual Report 1994-1995; Parent Advocacy Program

Date: February 1st., 1995

Attached you will find the Narrative/ Statistical Annual Report for the 1994-1995 Program year.

cc: Mr. Carmelo Figueroa, Programs Director

I. Introduction

The Parent Advocacy Program for this year started on February 1994 untill the end of January 1995.

My caseload remains the same, 15 parents. My primary responsibility was to work with the parents of Luis Munoz Marin Middle School, that were in the Academic Continuance Program. This included having an active caseload of parents, coordinatig and/or presenting workshops to parents, school administrators, other school personnel and the students. Other duties were to be assigned to me as needed.

Nevertheless, I offered services to a good amount of non-caseload parents. These parents were reffered to me by The Home School Council, The Principal Mr. Lopez, Guidance Counselors, or by direct contact at the school. This type of service started to develop the other parents find out, that there was a Parent Advocate in the school, immediatly they came in contact with me with a variety of problems.

The main problems that I encountered were, family orientation, tutoring for their children, employment orientation, education, E.S.L., G.E.D., financial aid, and personal counseling.

In some of the cases I was able to solve the problems trougt the means of our agency. In other cases I reffered them to other Social Agencies, Trade Schools, Colleges or Universities, but not a single parent walk out of my office without a solution or alternative.

As a result of these services 3 parents started College education, four already have their High School equivalency diploma, and six were reffered for job placement.

Therefore, I understand that the Parent Advocacy Program have proved the neccesity of more programs like this in the public schools.

II. Highlights

The highlights of the program are innovative, efforts that are being directed at helping students by having a handle on home situations and needs that may hinder student development in school; This has come through the work done with the parents.

Through the workshops personal, personal counseling, home visits, trips, social gatherings, and family days, parents are becoming more involved in their children education.

The following highlights the programatic services for the parent advocacy program.

III. Caseload Data

The academic year of 1994-1995 ended with all 15 parents remaining on the active caseload for the upcoming academic year.

During the 1994-1995 academic year a total of 15 all females parents were recruited.

In terms of ethnicity, 14 or 93% of the Essex County caseload were Puerto Ricans, 1 or .06% were Central American.

Most of the participants were on public assistance, 14 were below 9,420 and 1 was between 9,420-12,629

Closed cases 4

Open cases 4

BEGINING CASELOAD FOR NEXT YEAR 1994-1995

A total of 15 remains: of these all of them are females.

14 Puerto Ricans 1 Central American. The statistical income is as followed: 14 or 93% below 9,420 and 1 between 9,420-12,629.

IV. Counseling Sessions

	AMOUNT OF TIME (IN MINUTES)		NO. OF SESSIONS
1. INITIAL SESSION	665	1.66%	24 1.77%
2. CAREER COUNSELING	4,162	10.41%	179 12.88%
3. ACADEMIC COUNSELING	1,410	3.53%	55 2.80%
4. ADMISSION COUNSELING	740	1.85%	33 2.37%
5. FINANCIAL AID COUNSEL	3,191	7.98%	127 9.14%
6. LEADERSHIP COUNSELING	875	2.19%	41 2.95%
7. PERSONAL COUNSELING	14,570	36.47%	537 38.63%
8. HOME VISITS	7,275	18.20%	243 17.84%
9. CLUB MEETINGS	1,240	3.10%	9 0.64%
10. REFFERALS	1,045	2.61%	56 4.03%
11. CASE CONFERENCE	4,795	11.99%	81 5.82%
TOTAL	39,968		TOTAL 1,390

B. NUMBER PROGRAM/STAFF ACTIVITIES

PROGRAM ACTIVITIES		STAFF DEVELOPMENT	
1. CLUB MEETING	6 22.22%	1. AGENCY MEETING	10 21.74%
2. WORKSHOPS	10 37.04%	2. OTHER MEETING	15 32.60%
3. CONFERENCES	3 11.11%	3. WORKSHOPS/TNG.	8 17.39%
4. FIELD TRIPS	4 14.81%	4. CONFERENCES	2 4.35%
5. PRESENTATIONS	1 3.70%	5. ORIENTATIONS	5 10.87%
6. RETREATS	1 3.70%	6. PUBLIC RELATIONS	4 8.69%
7. OTHERS	2 7.40%	7. OTHERS	2 4.35%
TOTAL	27	TOTAL	46

III. PROGRAM ACTIVITIES

CLUB MEETINGS N/A

WORKSHOPS

1. WORKSHOP: "Meeting with the teacher" Communication skills part # 1 Luis Munoz Marin Middle School, Nwk. Feb. 22, 1994, 5 parents attended.
2. WORKSHOP: "Communication Skills" Part II, Luis Munoz Marin Middle School, Nwk. March 28, 1994, 8 parents attended.
3. WORKSHOP: "Parents Teaching responsibilities" Luis Munoz Marin Middle School, Nwk. May 5, 1994, 9 parents attended.
4. WORKSHOP: "Motivating your Child to learn" Luis Munoz Marin Middle School, Nwk. May 25, 1994, 5 parents attended.
5. WORKSHOP: "Derechos de los Padres" Luis Munoz Marin Middle School, Nwk. December, 7, 1994, 9 parents attended.
6. WORKSHOP: "Self Esteem" Luis Munoz Marin Middle School, Nwk. December 14, 1994, 6 parents attended.
7. WORKSHOP: "Job Hunting" Luis Munoz Marin Middle School, Nwk. December 21, 1994, 8 parents attended.

FIELD TRIPS

1. Field trip to Rutgers University New Brunswick, N.J. March 25, 1994, 29 students attended.
2. Youth Career Conference Day, Rutgers University, New Brunswick, N.J. April 29, 1994, 55 students attended.
3. ASPIRA Family Day, Essex County Center, Newark N.J. May 1st. 1994, 19 persons attended.
4. Field trip to Dorney Park Phila. June 15, 1994, 13 Students attended.
5. Field Trip to Chesequake Lake, N.J. August 11, 1994, 6 students attended.
6. Field Trip to Metropolitan Museum of Art, N.Y. November 10, 1994, 12 students attended.
7. Field Trip to Teatro Repertorio Espanol, N.Y. Jan. 27, 1995, 44 persons attended.

STAFF DEVELOPMENT

1. General staff meeting ECC. Friday, March 11, 1994.
2. General staff meeting ECC. Thursday, April 14, 1994.
3. General Staff meeting ECC. Friday, June 24, 1994
4. General Staff meeting ECC. Tuesday, Aug. 9, 1994
5. General staff meeting ECC. Friday, December 2, 1994.

OTHER MEETINGS

1. Meeting with Mr. Lopez, Principal Re: School Policies Tuesday, February 15, 1994.
2. Home School Council Meeting, Luis Munoz Marin Middle school Wednesday April 20, 1994. (9:00 am.)
3. Home School Council Meeting, Luis Munoz Marin Middle School Wednesday April 20 1994 (6:00 pm.)
4. Anti Drug March Meeting Luis Munoz Marin Middle School May 13, 1994.
5. Anti Drug March Meeting Luis Munoz Marin Middle School May 27, 1994.
6. Anti Drug March Meeting Luis Munoz Marin Middle School April 15, 1994.
7. Home School Council Meeting Luis Munoz Marin Middle School Sept. 29, 1994.
8. Home School Council Meeting Luis Munoz Marin Middle School Oct. 26, 1994.
9. Home School Council Board Meeting Luis Munoz Marin Middle School November 21, 1994.
10. Home School Council Board Meeting Luis Munoz Marin Middle School December 24, 1994.
11. Home School Council Meeting Luis Munoz Marin Middle School Jan. 26, 1995.

WORKSHOPS

1. Conflict Management Workshop ECC. Nwk. Feb. 4, 1994
2. Computer Workshop ECC. Nwk. Feb. 14, 1994
3. Learning About the Environment Workshop Luis Munoz Marin Middle School May 5, 1994
4. US. Dept. of Education Office of Civil Rights Workshop.

PUBLIC RELATIONS

1. Attended Farewell Party for Mr. Juarbe, Vice-Principal of Luis Munoz Marin Middle School at Spanish Manor Nwk. N.J. April 22, 1994.
2. Attended Parents Conference at LMDNJ June 10, 1994.
3. Attended Parents Mini Conference Barringer High School May 21, 1994.
4. Attended Parents Conference Chapter # 1 at Alma Flagg School May 26, 1994.
5. Attended Student Council Meeting Luis Munoz Marin. Nwk. Dec. 9, 1994.

ORIENTATIONS

1. UPS. Orientation by Angel Quinones Dec 3, 1994.

OTHERS

1. Participated in ETS. Training, Princeton N.J. March 1st. 1994.
2. Attended Health Career Conference, Robert Woods University, New Brunswick, N.J. April 9, 1994.
3. Attended State Take Over Forum at Rutgers University Nwk. N.J. April 16, 1994.
4. Attended March Against Drugs June 11, 1994.

For purposes of staff development I attended a total of 5 Agency meetings, 11 other meetings & workshops 1 orientation 3 public relations events 3 other events during the year.